



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:**

In-County (10 days)  
FFD: August 24, 2009

**Social Services****Cook/Driver****Senior Services****Walker, California****SALARY**

43: \$2,338 - \$2,842/month  
30/ Hrs. per week

The County of Mono is accepting applications for the position of Cook/Driver at the Senior Citizen's Center in Walker, CA. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

**Knowledge and abilities:**

Under general supervision, to perform food preparation and dispensing for clients in a the Walker Senior Citizen's Center; to prepare established menus of food items; to maintain an inventory of food and supplies; to maintain a kitchen and equipment in sanitary and good working condition; to drive a vehicle and deliver food in the community; and to do related work as required.

**Some desirable qualifications include:****Knowledge of:**

- Operation and use of equipment, machines, and utensils used in quantity food preparation.
- Proper record keeping and inventory reporting methods.
- Proper sanitation and safety requirements associated with food preparation and serving.
- Safe driving principles.
- Maintenance of proper temperature and sanitation of food which is delivered to Clients.

**Ability and willingness to (partial list):**

- Prepare, cook, and bake a variety of foods in substantial quantities within established time constraints.
- Effectively read, interpret, and adjust recipes.
- Safely use and operate food service appliances and equipment.
- Maintain accurate records and prepare routine reports.
- Plan and estimate appropriate amounts of food and supplies needed for menu preparation.
- Safely operate a motor vehicle.
- Maintain proper temperature and sanitation of food during delivery.
- Work on own initiative without close supervision.
- Make emergency purchases of food and supplies when necessary.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of previous work experience in quantity food preparation.

**Special Requirements:**

Possession of a valid and current Class C driver's license.

Possession of a valid Food Safety Certification, or the ability to obtain such within 12 months of hire.

**Application Process:** For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

**All completed County applications** received from current permanent county employees by 5:00 pm by **8/24/2009** in our office will be considered. Faxed applications will be accepted provided the application with the original signature is postmarked by 8/24/2009.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES****P.O. Box 696 ~ Bridgeport, California 93517****(760) 932-5412 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov)****EOE**